King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.04.002, Inter-Facility Transport	Approved By:	Director John Diaz
	Effective Date:	April 19, 2021
	Reviewed By:	PRC Committee
	Review Date:	January 14, 2020
Distribution:	Document Code No.	

Policy
It is the policy of this Department that inmates will be transferred internally for reasons such as, but not limited to population management, disciplinary, medical, psychiatric, court, Department of Corrections, King County Sheriff's Office Shuttle and security.

References
Department Policies: 3.01.001, Exposure Control Plan for Bloodborne Pathogens
3.01.008, Respiratory Protection Program
3.02.024, Transport Emergency Procedure
4.04.010, Medical Isolation Transport
5.04.001, Department of Corrections (DOC) Transfers

Definitions
Special Custody Inmates: Inmates who are in Restrictive Housing, Intensive Management Unit (IMU) and who are Ultra Security, Psychiatric Red, Psychiatric Yellow Isolation, Protective Custody, Respiratory Precaution housing.

A. General Guidelines
1. The Transfer Coordination Officer shall be the only one to coordinate all transports; all requests for transfer shall be submitted to this officer.
2. Prior to transporting any inmates, the Transport Coordination Officer and the Transport Officers will conduct a review of the "Keep Separate From" list to ensure that inmates are separated appropriately.
3. Requests for inmates to be transported to court before 1200 the following day will normally be accepted by 1700 the business day before.
4. Add-on requests for outlying Municipal and District Courts will routinely be honored for hearings after 1330 if submitted by 0630 the morning of the hearing. Exceptions will be considered as needed to comply with an agency's court/business need, if the agency is willing to pick-up at the facility/location where the individual is housed.
5. Inmates may only be transported to an outlying District or Municipal Court if booked on a charge from that court.

6. Except for Superior Court hearings, inmates on the investigation calendar will not be transported out of the facility where they are housed on the day of the initial appearance.
7. For agency borrow outs only armed police officers and/or those agencies that have a Memorandum of Understanding with the Department may transport felons out of DAJD Department facilities.
8. The Department shall seek changes of venue for special custody inmates to the Seattle Division for District and Superior Court matters, when appropriate. Generally, the Classification and Community Corrections personnel shall accomplish this.
9. Notify ITR nurse of all changes to the transport list.
10. Prior to departure the transport staff shall notify the ITR Sergeant of any cancellations and provide him with a modified transport list.
11. Inter-facility transport shall not occur for special custody inmates for Municipal or District Court matters between the two adult divisions. Originating agencies for Municipal Courts may transport these inmates to and from the hearing; the inmate shall only be accepted at the facility where the inmate is housed.
12. Throughout all transfers of suicidal inmates for Superior Court hearings, the inmates shall be monitored on 15-minute checks.
13. Inmates shall not be transferred for attorney or other professional visits, unless approved by a major or higher authority.
14. Pending housing transfers will be accomplished on a space-available basis, and all excess vehicle capacity should be used.
15. Transport staff shall utilize the Departments busses as primary transportation vehicle unless previously approved by the Shift Commander.
16. To ensure that inmates going to court hearings, medical appointments and housing transfers do not backlog ITR holding areas or interfere with security and/or classification operations, transports shall be completed as soon as possible.
17. When inmates need to be cancelled from a specific transport they should be removed in the following order:
    a) Transfers for housing purposes.
    b) Medical/psychiatric housing transfers.
    c) Transfers for court.
18. Inmates may keep all KOP medications on their person during all transports.
19. Exceptional circumstances requiring additional transport runs will be accomplished, if and only if, they will not incur overtime expense. Those circumstances requiring overtime expense shall be done with the approval of a Shift Commander or above.
20. Inmates being housed in isolations cells for "Respiratory Precautions" shall not be transported unless:
    a) The inmate is having a medical emergency.
    b) The inmate requires treatment or evaluation that cannot be provided at a Department Facility.
    c) Refer to the 4.04.010 MEDICAL ISOLATION TRANSPORTS, 3.01.008 RESPIRATORY PROTECTION PROGRAM AND 3.01.001 EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS.

B. Emergencies During Transport

1. Refer to Department policy 3.02.024, Transport Emergency Procedures.

C. For King County Sheriff's Office Shuttle and Department of Corrections Transfers

1. For DOC Transfers refer to the DAJD Policy 5.04.001 Department of Corrections Transfers.

D. Inter-facility Housing Transfers

1. The Transport Officers shall:
    a) Escort the inmates to transport desk in ITR.
    b) File the booking packets in the "in-custody" file.
    c) Inform Transport Coordinator Officer of medical, psychiatric, security and all other pertinent information about the inmates.
    d) Obtain the inmate placement and an outgoing transfer list from the Classification Program Specialist (CPS).
    e) Directly escort those inmates pre-assigned by a Critical Placement Form (F-571) to the appropriate housing unit.
    f) Issue the inmates any personal property that is not contraband (example: allowable commissary items).
    g) Deliver to the Customer Service Specialist III in the Property Room the contraband property of the transferred inmates.
    h) Verify the identity of inmates awaiting outgoing housing transfers.
    i) Verify that inmate property is ready for outgoing housing transfer.
    j) Pat search all inmates.
    k) Apply restraints for out-of-facility transport to the inmates.
    l) Scan out the inmates using the bar-code scanner.
    m) Escort the inmates to the transport vehicle.
2. Transport Coordinator Officer shall:
    a) Verify the identification of each incoming inmate by matching the name listed with the inmate's identification wristband.
    b) Direct the inmates to proceed one-at-a-time through the metal detector.
    c) Scan in inmates with bar-code scanner.
    d) Notify the Transfer Coordination Officer that the inmates have arrived.
    e) Obtain an incoming list of inmates from the Transfer Coordination Officer.
3. Transfer Coordination Officer shall:
    a) Collect all fax requests for inmates.
    b) Obtain a housing transfer list from the CPS.
    c) Obtain a list of inmates to be released from another facility from the Release Officer.
    d) Notify Housing Unit Officers of all outgoing housing transfers providing the name, B/A, and time of the housing transfer for each inmate.
    e) Provide the Customer Service Specialist III and Transport Coordinator Officer with lists of transferring inmates.
    f) Verify the identities of inmates transported using a JEMS photo ID card or the inmates' wristbands.
    g) Notify the Transport Officer of all special-needs inmates (examples: high bail or diabetic).
    h) Verify holding cell locations of all inmates to be transferred.
    i) Contact KCCF Classification to discuss and available/vacant seats.
    j) Ensure that all inmates are scanned out by the bar-code system.

k) Scan out inmates being housed overnight outside a secured King County facility using the bar-code system. Ensure the temporary location accurately reflects the inmates' destinations. If the temporary location is "other," add a booking note including:
    i. The inmate's housing location.
    ii. Date and time of entry.
    iii. Initials and Peoplesoft number of officer making the entry.
l) Notify the inmate's housing unit of the change in status.

4. ITR Floor or Transport Officers shall:
    a) Ensure that all transferring inmates receive sack lunches, when appropriate.
    b) Update status board for placement of special-custody inmates in holding cells.
    c) Ensure that suicidal inmates continue to be monitored on 15-minute checks.
5. ITR Nurse shall evaluate all housing transfers that are made for medical reasons.
6. Psychiatric Services shall evaluate all housing transfer requests that are made for mental-health reasons and forward all requests for housing transfer to the ITR Sergeant.
7. The Commitment Officers shall forward all future commitment orders of transferred inmates to the receiving facility.
8. ITR Control Officer or Transport Officers shall ensure jail location changes are completed prior to the end of the shift.
9. Housing Unit Officer shall:
    a) Verify the identity of each inmate prior to that inmate's leaving the housing unit.
    b) Transfer the inmate to the holding cell in ITR.
    c) Remove property from the housing unit for inmates who have been transferred to a 4999 or R999 housing location. Ensure the inmates' property is properly marked and delivered to the property room.
10. Classification Program Specialists shall:
    a) Provide the Transfer Officer, ITR Control Officer, Commitments Officer, ITR Sergeant, JHS and Psychiatric Services with copies of the Classification Transport Log. This must be accomplished 2 hours prior to the scheduled transport leaving the RJC or KCCF. Fax the receiving facility a copy of the transfer list containing the following information:
        i. Name and B/A of inmate.
        ii. Present location and intended destination.
        iii. Time of transport.
        iv. Date of birth of the inmate.
        v. Release date, if sentenced.
    b) Ensure that inmates with "Keep Separate From" are not temporarily housed or transported together in the same van, car or bus compartment.
    c) Make final Subject-In-Process (SIP) location entries at the destination facility.

E. Inter-Facility Court Transfers

1. Transport Coordinator Officer shall:
    a) Verify the identification of each incoming inmate by matching the name listed with the inmate's identification wristband.
    b) Pat search all incoming inmates.
    c) Direct inmates to proceed one-at-a-time through the metal detector.
    d) Scan in inmates with the bar-code scanner.
    e) Notify the Transfer Coordination Officer that the inmates for court have arrived.

f) Obtain an incoming-for-court list of inmates from the Transfer Coordination Officer.

3. Transfer Coordination Officer shall:
    a) Collect all fax, Court Detail, JAMMA and other requests for inmates.
    b) Notify Housing Unit Officers of all outgoing court transfers providing the name, B/A, and time of court transfer for each inmate. (including inmates
    c) Coordinate with outlying agencies for court pick-ups of inmates.
    d) Resolve all inmate-scheduling conflicts and inform all parties of the results.
    e) Verify holding cell locations of all inmates to be transferred.
4. Housing Unit Officer shall:
    a) Verify the identity of each inmate prior to that inmate's leaving the housing unit.
    b) Transfer the inmate to the holding cell in ITR.
5. Court Detail shall:
    a) Forward a list of the next day's court transport requests to the Transfer Coordination Officer by 1800.
    b) Obtain the District Court In-Custody Calendars and the Mental Health Calendar (Early bird and RJC In-Custody) from the Court Services Office Technician II by 0715 for the day of the calendars.
    c) Forward the District Court In-Custody Calendars to the Transfer Coordination Officer by 0730.
    d) Scan out all inmates with the bar-code scanner.
6. Court Services Office Technician II shall prepare that day's District Court In-Custody Calendars and submit them to Court Detail by 0715.
7. ITR Floor/Booking Officers shall:
    a) Ensure that all transferring inmates receive sack lunches, when appropriate.
    b) Update the status board for placement of all inmates in holding cells.
    c) Ensure that suicidal inmates continue to be monitored on 15-minute checks.

F. Inter-Facility Medical Appointment Transfers

1. The Transport Officers shall:
    a) Escort inmates to transport desk in ITR and inform officer of dental, medical and all other pertinent or appointment information about the inmates.
    b) Inform Transfer Coordination Officer of who was transferred for medical appointments.
    c) Request holding cell locations for the medical appointment transfers from the Transfer Coordination Officer.
    d) Verify the identity of inmates awaiting outgoing medical appointment transfers.
    e) Apply restraints to inmates for out-of-facility transport.
    f) Ensure that all inmates are scanned out by the bar-code system.
    g) Escort inmates to the transport vehicle.
2. Transport Officer shall:
    a) Obtain an incoming medical appointment list of inmates from Transfer Coordination Officer.
    b) Verify the identification of each incoming inmate by matching the name listed with the inmate's identification wristband.
    c) Pat search all incoming inmates.

d) Strip search all inmates returning from medical appointments outside the facility. Complete a Strip Search Form (F-543). File the F-543 in the inmate's booking packet.
e) Direct inmates to proceed one-at-a-time through the metal detector.
f) Scan-in inmates with the bar-code scanner.
g) Notify the Transfer Coordination Officer that the inmates have arrived for medical/dental appointments and any special concerns.
h) Contact ITR Nurse to inform JHS of all medical appointment returnees.
i) Contact Psychiatric Services to inform them of all mental-health appointment returnees.

3. Transfer Coordination Officer shall:
   a) Collect all fax, Court Detail and JAMMA requests for inmates.
   b) Notify Housing Unit Officers of all outgoing medical appointment transfers providing the name, B/A, and time of appointment for each inmate.
   c) Resolve all inmate scheduling conflicts and inform all parties of the results.
   d) Verify holding cell location of all inmates to be transferred.
   e) Provide the transport officer with medical appointment lists of transferring inmates.
4. Court Detail shall:
   a) Forward a list of the next day's medical appointment transport requests to the Transfer Coordination Officer by 1800.
   b) Obtain a list of medical appointment requests from Medical/Dental Appointment Coordinator by 1700 the business day preceding the appointment.
   c) Scan out all inmates with the bar-code scanner for out-of-facility medical appointments.
5. Housing Unit Officer shall:
   a) Verify the identity of each inmate prior to that inmate's leaving the housing unit.
   b) Ensure the transfer of the inmate to the holding cell in ITR for pick-up by Court Detail.
6. Transport Coordinator shall:
   a) Ensure that all transferring inmates receive sack lunches, when appropriate.
   b) Update the status board for placement of all inmates in holding cells.
   c) Ensure that suicidal inmates continue to be monitored on 15-minute checks.
   d) Transport those inmates to the clinic who are scheduled for appointments there.
7. The Jail Health Services Medical/Dental Appointment Coordinator shall:
   a) Forward a list of medical/dental appointments to Court Detail by 1700 the business day preceding the appointment.
   b) Schedule any cabulance transportation needed for inmates who cannot be transported by regular means. This refers specifically, but is not limited, to any inmate in a wheelchair. Cabulance transportation will be done from the facility where the inmate is housed.
   c) Notify Court Detail of any appointments using cabulance transportation.
8. The ITR Nurse shall review all medical appointment returnees.
9. Psychiatric Services shall review all mental-health appointment returnees.

G. Transports of Inmates with Medical Alert:

1. For those inmates with medical alert or other warnings listing "Respiratory Precautions," the Transport Officer shall:

a) Ensure the inmate wears a "surgical mask" throughout transport.
b) Ensure that when in enclosed spaces there is plenty of ventilation.
c) Refer to the DAJD Policy 4.04.010 Medical Isolation Transports, 3.01.001 Exposure Control Plan for Blood Borne Pathogens, 3.01.002 Substantial Exposures and 3.01.008 Respiratory Protection Program.

2. For all other inmates with medical alerts, contact the nurse or read the medical alert slip prior to transport. Refer to the DAJD Policy 7.01.001 Medical Alert Slips.

H. Review of Process

ITR Sergeant shall:

1. Review and authorize all Critical Inmate Placements for JHS and Psychiatric Services.
2. Review transport list for any modifications or cancellations.
3. If there is a cancellation, email ZZGrp, DAJD Trans List including in the email:
   a) Name of inmate
   b) Date and time of cancellation
   c) Reason for cancellation
4. Ensure that any misdemeanor citations needed for a change of venue are forwarded to the appropriate facility for court the next day. This will be accomplished by forwarding a copy of the Inmate Critical Placement (F-571) ordering transfer to the Personal Recognizance Release Investigators**.**
5. Ensure that jail location changes are completed prior to end of shift.
6. Ensure that all 15-minute checks on suicidal inmates are completed.
7. On an as-needed basis, at the Seattle Division**,** have the vehicle sally cleared for an arriving Department Transport Bus.
8. Routine inter-facility transports shall be performed by two (2) uniform staff members. Special or additional transport staffing will be determined by the Shift Commander. Type of charges, inmate history and number of inmates to be transported will determine staffing needs.